

**CALIFORNIA BOARD OF ACCOUNTANCY**

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# CHECK SHEET

This **Check Sheet** is intended to assist you with filing a *complete* application. All applicable items listed must be completed for your application to be processed.

**FORMS**

- ☐ Form 11A-5, Application for Certified Public Accountant.
- ☐ Form 11A-6A, Form E from each public accounting employer.
- ☐ Form 11A-10, Status cards.
- ☐ Form 11A-27, Criminal Conviction Disclosure Form.
- ☐ Form 11A-13, Certification of Grades and/or Licensure (*Out of State Applicants Only*).
- ☐ Form 11R-14, Continuing Education Reporting Form (*Out of State Applicants Only*).
- ☐ Form 11R-2, Waiver of Practice Rights. (*Out of State Applicants Only*).

**FEES** (See Fee Schedule in the Instructions to Applicants for California CPA License)

- ☐ Application Processing Fee (nonrefundable and subject to change).
- ☐ Fingerprint Processing Fee (nonrefundable and subject to change).

**SCHOOL TRANSCRIPTS**

- ☐ Official transcripts from all college or university records must be sent to this Board directly from the institution. The Bachelor's/Master's degree must be posted to the transcript. All transcripts submitted must contain a signature of the Registrar or some other official representative of the institution. NOTE: If official transcripts have been submitted previously for the Uniform CPA Examination, they do not need to be resubmitted.

**DOCUMENTATION**

- ☐ Passage of the **California Professional Ethics** examination with a minimum score of 90%.
- ☐ Two (2) fingerprint cards.
- ☐ Applicant Agency copy of Request for Live Scan Service (BC II 8016).
- ☐ One (1) current 2 x 2 photograph.

**IMPORTANT!!! – YOUR APPLICATION FOR LICENSURE WILL NOT BE CONSIDERED COMPLETE UNTIL YOUR CRIMINAL HISTORY RECORD CHECK IS COMPLETED, AND ALL OTHER REQUIRED DOCUMENTATION IS RECEIVED.**